



**HEALTH AND HUMAN SERVICES  
DEPARTMENT**

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**Public Health**  
Prevent. Promote. Protect.

**PLAN REVIEW APPLICATION GUIDELINES FOOD  
ESTABLISHMENT**

The following items are required to be submitted for a completed plan review. Any missing information could cause a delay in the process.

After six months if the work has not started or an extension has not been granted by the Newton Health and Human Services Department, your plan review application will be considered null and void. Fees will not be refunded.

- 1) Other than Establishments which sell only commercially packaged foods all other Food Establishments are required to have a Person in Charge (PIC) who is a **Certified Food Manager**. The PIC shall be a full-time employee at least 18 years of age. If the Certified Food Manager is not present at the establishment, there must be a designated PIC who can demonstrate the same level of knowledge as required by the Certified Food Manager.

In addition, the Certified Food Manager must obtain a certificate showing that they viewed **the Allergen Awareness Training** video. Each food establishment having a seating capacity of 25 persons or more have on its premises, while food is being served, an employee trained in manual procedures to remove food lodged in a person's throat. The Certified Food Manager and Allergy certificates shall be prominently posted in the establishment next to the Food Establishment Permit. Proof of training for choke save must be available on site. All of these certificates must be obtained PRIOR to opening.

- 2) Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. Plans shall include:
  - Proposed menu: List any food that will be prepared overnight, special processes, projected daily meal volume for food service operations, seating capacity and food sources.
  - Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program.
  - All new or replaced equipment must be capable of cooling and holding internal food temperatures at 41°F and below.
  - All existing refrigeration equipment must be evaluated by a HVAC (Heating, Ventilation, Air Conditioning) Specialist certifying that the equipment is capable of cooling and holding internal food temperatures at 41 °F and below.
- 3) Show the location and when requested, elevated drawings of all food equipment.
  - Each piece of equipment must be clearly labeled on the plan with its common name.
  - Submit drawings of self-service hot and cold holding units with sneeze guards.

- Designate clearly on the plan equipment for rapid cooling, including ice baths, refrigeration and hot holding.
  - Label all sinks and the designated use i.e. Hand washing, utensils cleaning, food prep etc.
- 4) Provide on the Floor Plan: Room size, aisle space, space between and behind equipment and the placement of the equipment.
- 5) Show all auxiliary areas such as storage rooms, garbage rooms, toilets, basements used for storage or food preparation. Include and provide specifications for: Entrances, exits, loading / unloading areas and docks.
- Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.
  - Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead wastewater lines, hot water generating equipment with capacity and recovery rate, backflow prevention and wastewater line connections.
  - Lighting schedule with protectors:
    - At least 540 lux (50 foot candle) at food prep areas where employees work with sharp or mechanical equipment.
    - 220 lux (20 foot candle) at food service / preparation areas.
    - 110 lux (10 foot candle) in storage areas.
  - Source of water supply and method of sewage disposal.
- 6) A color-coded flow chart demonstrating flow patterns for:
- Food : Receiving, Storage, Preparation, Service
  - Food and Dishes: Portioning, Transport, Service
  - Dishes: Clean, Soiled, Cleaning, Storage
  - Utensils: Storage, Use, Cleaning
  - Trash and Garbage: Service Area, Holding, Storage
- 7) Ventilation schedule for each room.
- 8) Placement for mop sink / curbed cleaning facility with designated area for hanging wet mops.
- 9) Cabinets / Areas for storing toxic chemicals.
- 10) Dressing rooms, locker areas, employee rest area, coat rack.
- 11) Site plan for new construction.